



# Ambassador Program

Ambassadors are members of the Oregon City Chamber of Commerce in good standing who exhibit a willingness to serve in a way that promotes openness and professionalism.

## Who are the Ambassadors?

Oregon City Chamber members who volunteer their time through business community outreach and serve their Chamber members by mentoring and volunteering at chamber events.

## Our Mission

To positively represent the Chamber and actively encourage member retention through mentoring and member relationship development while growing the Chamber's credibility and public awareness in Oregon City.

## Job Description

Serving as an Oregon City Chamber Ambassador is a one (1) year commitment that is renewed annually in January. However, new Ambassadors may sign up at any time during the year. Ambassadors will attend quarterly ambassador meetings and will receive training for the various roles they will perform. They will mentor a first year business; serve as an MC, Guest Greeter, or Table Greeter at GMOC; facilitate focus groups or interviews as needed to acquire information about the needs of the members; introduce new businesses to the benefits of Chamber membership; and attend other Chamber functions. Not everyone is expected to participate in every role.

## Ambassador Programs —

Greeters and Masters of Ceremonies for GMOC's, Ribbon Cuttings, Chamber After Hours, etc.

MC's, Guest Greeter, and one Table Greeter may only be Ambassadors. Each Ambassador should be a regular volunteer at GMOC in one of the Ambassador roles. Should arrive no later than **7:25am** to help the host be prepared and set-up. See separate document outlining job responsibilities.

New and Prospective Member Mentoring Program.

Contact new business/members three times during the year. Complete the OC Mentor Sheet and return them to the Chairperson or the Chamber office.

Welcome Committee.

Personally visit new businesses in town or new managers of existing businesses that are not currently Chamber members. Take membership packet and share the benefits of membership.

Other activities or services as specifically identified

### **Committee Goals**

- All Ambassadors are familiar with Chamber membership benefits and can share with others.
- Mentor all first year members
- To respond immediately to guests and make sure they have been given a membership packet.
- Introduce the Chamber to new businesses in town or new owners/managers of existing businesses that are not currently Chamber members.

### **Benefits to Ambassadors**

Ambassadors will have the opportunity to meet new guests (potential customers, etc.) first. Learn more about the chamber's operations and benefits. Receive special recognition at each event and annual recognition in Chamber newsletter. Receive a special attachment for the bottom of their Chamber name badge that will be formally presented at a Chamber event. Most importantly, they will get to serve and represent their Chamber and will directly benefit from the growth and retention of its members. Internal benefit of making friends and feeling good about the role that you play in the community

### **Meetings**

Quarterly immediately following GMOC's



# 2012 Ambassador Commitment

*Please check at least one though we prefer you volunteer for two:*

- Greeters and Masters of Ceremonies.** *(GMOC's, Ribbon Cuttings, Chamber After Hours, etc.)*  
**GMOC:** Emcee, Guest Greeter, and one Table Greeter may only be Ambassadors.  
Each Ambassador should be a regular volunteer at GMOC in one of the Ambassador roles.  
The Ambassador should arrive no later than **7:25am** to help the host be prepared and set-up.
  
- New and Prospective Member Mentoring Program.**  
Contact new business/members three times during the year.  
Complete the OC Mentor Sheet and return it to the Chairperson or the Chamber office.
  
- Welcome Committee.**  
Personally visit new businesses in town or new managers of existing businesses that are not currently Chamber members. Take membership packet and share the benefits of membership.
  
- Other activities or services as specifically identified:  
  
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## Commitment Pledge

I \_\_\_\_\_  
Print Full Name

**pledge to perform these duties for the year 2012.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Date Month

**Signature:**

\_\_\_\_\_

*Please submit this copy to the Oregon City Chamber staff or Ambassador Chair. Thank you!*